

Labour Market News

CENTRAL ALBERTA

Government of Alberta ■

JOB SEEKERS

Want to climb the career ladder?

Entry-level jobs are a great place to start

Working at an entry-level job may not sound very exciting to some job seekers. Often, the work is hard or boring and the pay isn't great. But if you're willing to put in the effort and develop your skills, you might be surprised at the opportunities for career growth that are available.

Whether you're looking for work or exploring a new career, starting on the ground floor can be a great stepping stone to bigger and better things.

"A lot of people don't see a \$10 an hour job turning into a job that could earn them a great salary," says Catherine Deplaedt, co-owner of the Canadian Tire store in Olds.

Get your foot in the door

But opportunity is what you make it, says Deplaedt.

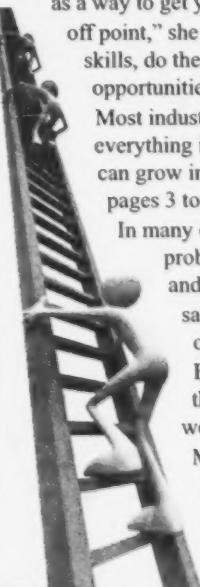
"You can look at an entry-level position and say it's limiting or it's not a great opportunity. But I would look at it as a way to get your foot in the door. It's a great jumping off point," she says. "Start there, work hard, show your skills, do the best you possibly can at every level and opportunities will knock."

Most industries—from hospitality to health care and everything in between—have entry-level jobs that can grow into long-term, rewarding careers. (See pages 3 to 5 for some examples.)

In many cases, no experience is needed. You'll probably just need a high school diploma and some basic skills, such as how to work safely and how to communicate with others.

Employers are often willing to provide all the training needed to get entry-level workers started.

Many companies also provide in-house training to help their employees move up the career ladder.



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EMPLOYERS

Talking 'bout the generations

Bridging the generation gap at work

Take a look around your workplace. You'll likely see a mix of ages, from young people just entering the workforce to older workers getting ready to retire.

It's not uncommon in today's workplaces to see three or four generations working side-by-side. The four most common generations are the Veterans (born before 1945), the Baby Boomers (born between 1946 and 1964), Generation X (born between 1964 and 1980) and Millennials (born after 1980).

For employers, this multigenerational workforce can create some special management challenges. Each group has been shaped by different economic, political and social experiences. Each brings different attitudes, work styles, values, behaviours, expectations and approaches to their jobs.

If employers ignore these generational differences, it may lead to misunderstandings among workers. Stereotypes can cause conflict and disrespect, which can cause higher turnover, lower productivity and lower profits.

On the other hand, forward-thinking employers—those who take the time to understand generational differences and resolve potential conflicts—can help create more collaborative work environments resulting in increased productivity.

"Each generation will have different insights based on their experiences, their training and their technological savvy. If organizations aren't receptive to those insights, they might miss key opportunities to improve performance," says Kristen Cumming, a recruitment and retention consultant with Career InSight in Red Deer.

*Continued on page 8
See page 7 for a related Best Practice story.*

This publication has been prepared for Alberta Employment and Immigration with the support of the Government of Canada.

Find us online at
EMPLOYMENT.ALBERTA.GOV.CA/CENTRAL

NEXT ISSUE...

Working in forestry management

JOB SEEKER FEATURE STORY

Many companies offer room to advance up the ladder

Continued from page 1

Sometimes, you'll have to attend a vocational, technical or post-secondary school in order to keep climbing up the rungs, but if you're a valued employee the employer might even pick up the tab. Here are a few examples of entry-level jobs that can turn into professional careers:

- ✓ kitchen helper to chef
- ✓ server to restaurant manager
- ✓ labourer to tradesperson
- ✓ cashier to franchise owner
- ✓ shelf stocker to store manager
- ✓ receptionist to executive assistant
- ✓ front desk clerk to hotel manager
- ✓ bank teller to financial planner
- ✓ lifeguard to personal trainer
- ✓ swamper to truck driver
- ✓ health care aide to registered nurse
- ✓ salesperson to marketing manager.

Albert Mikulecky, owner of the Stettler Home Hardware, suggests looking for a job that relates to your talents and interests. "Don't just go into an industry because of the money you could make. You've



WHERE TO FIND ENTRY-LEVEL JOBS

Even in a slow economy, employers hire entry-level workers.

JOB BANK

A great place to start your job search is the Job Bank (jobbank.gc.ca). This online job board is a popular place for employers who want to post job ads. With a few clicks, a job hunter can search any region of Canada for a particular job category, and even search for employers who've posted ads in the past. Job Bank also has advice on writing a resumé, tips for the job search, advice for finding unadvertised positions, information on self-employment, and notes on finding work in non-profit organizations. Job hunters can even automate parts of their job hunt.

- With Job Alert, any job that matches one of three possible profiles will be automatically emailed to users.
- Job Match allows a user to create profiles that will be automatically shown to employers searching for new workers.

NEWSPAPER CLASSIFIED ADS

All local newspapers have a classified section where helped wanted ads are posted.

CONTACT EMPLOYERS DIRECTLY

Some employers don't advertise their job openings through outside sources. You may have to take a more direct approach:

- Go to their office or store location and drop off your resumé. They may also have applications you can fill out on the spot.
- Go online to the company website. Many employers today post their jobs in their online career or employment section.

got to be interested in the work if you want to move up the ladder," he says.

Before you apply

Before applying for a position, do some research on the company. Do they provide ongoing training, either formally or informally? Is there room to advance within the organization? What are your chances of getting a promotion and how long will it take?

...if you're willing to put in the time and effort, there are a lot of opportunities out there."

There will be more opportunities for career growth at larger companies, but don't rule out smaller employers who may be expanding their operations. No matter the size of the company, though, remember that you can always transfer the skills you're building to another organization.

Working your way up

Once you're hired, now is your opportunity to make an impression. Be positive, dedicated and enthusiastic about your work, even if it's not your dream job. Show your employer that you're ready, willing and able to learn. Seek out career development. Let managers know you want to move up and ask them what you need to do to get there.

"You have to work for it. It's not going to land in your lap, but if you're willing to put in the time and effort, there are a lot of opportunities out there," says Deplaedt, with Canadian Tire.

In fact many companies, including Canadian Tire and Home Hardware, prefer to promote workers from within their own ranks. Because they already know the company culture, the industry and are familiar with how things operate, they can easily move into positions with more responsibility and higher pay.

Tips for career growth

From the bottom of the career ladder, the top rung can seem a long way up. Here are five tips to help you climb:

1. Keep learning new skills: It's simple—the more skills you have, the more opportunity you have to advance. Show a willingness to learn and build transferrable skills.

2. Boost your effort: Take on new challenges and more responsibilities. Ask to work on new projects, and make sure you do a good job. Hard work rarely goes unnoticed.

3. Apply for a suitable position: Wait until a position opens that suits your interests and skills. Don't apply just because the salary is bigger.

4. Ask to be mentored: This is a good way to learn about the company and network with someone who is higher up in the ranks.

5. Network: Get to know your co-workers, including people in other departments. They may be able to tell you about upcoming vacancies, or put in a good word to their supervisor about your work performance.

Construction career ladders

To nail down a career in construction, you'll probably have to start on the ground floor. Whether you're interested in residential, commercial or industrial construction work, the most common way to enter the industry is by starting as a labourer or helper. From there, the sky's the limit.

Labourer or helper
positions generally require little experience. Employers usually look for people who are dependable, hard working and safety conscious.

Job duties vary, but labourers and helpers often perform manual tasks like cleaning, lifting, digging, assembling, operating basic tools, running errands and assisting other workers. Working as a labourer or helper can lead to jobs with more responsibility and higher wages.

In order to develop a skilled workforce, employers may offer these entry-level workers the chance to become a trades apprentice. In construction, there are several trades to choose from, including carpenter,

electrician, plumber, welder, roofer, concrete finisher, gasfitter, painter and decorate, tilesetter, sheet metal worker and glazier (see tradesecrets.alberta.ca for apprenticeship information).

Some employers provide on-the-job training to help entry-level construction workers become heavy equipment operators.

With further experience, construction workers can move into supervisory roles, such as

foreman or field superintendent. They could also go into management or even start their own contracting business. Besides work experience, continuing education can help construction workers move up the ranks.

To find construction work, contact employers directly (look in the Yellow Pages under Contractors) or try the following online job boards:

- ✓ jobbank.gc.ca
- ✓ ab.constructionjobstores.com
- ✓ albertabuilderconnect.com
- ✓ buildingtradesalberta.ca

profile: HOPKINS CONSTRUCTION

Starting as a ground worker for Hopkins Construction (hopkins.ab.ca) can quickly lead to advancement opportunities. The company, based in Lacombe, sends work crews across Western Canada to dig and process gravel. Currently, the company runs four to six crews, each with 10 to 14 workers.

Ground workers are the entry-level position on the crew. Almost everyone starts in this position. "That's how they learn the operation," says Pete Steringa, the company's human resources officer. No experience is necessary to start as a ground worker—just a willingness to learn and the ability to work well with other people.

"Experience matters a lot less than having a good attitude," says Steringa.

The ground worker job involves cleaning up gravel from around the crusher and doing other basic maintenance. It's physical work and it's done outdoors, in all kinds of weather.

But after a few weeks, ground workers can move their way up into more challenging positions, such as stockpile driver, then loader operator. Hopkins provides on-the-job training to help ground workers move into these positions. Stockpile drivers move loads of gravel around the worksites, while loader operators run very large equipment to feed the crusher with raw materials. As an added benefit, wages increase with each step up the career ladder.

Depending on turnover, it's possible for an entry-level worker to advance from ground worker to loader operator in one season, says Steringa.

From there, employees can advance into supervisory roles, such as foreman or area supervisor. Steringa says employees who have started on the ground floor are best suited to move into supervisory positions.

"Those who work their way up are more likely to become foremen who care about the job and the company," he says. "Cross training is also good. The best foreman is one who can do well at any job at the worksite."

Hopkins also has a shop in Lacombe which hires labourers, who often move up to become millwright or welder apprentices.



On the fast track in food services



WHERE CAN YOU GROW AT WENDY'S?

From dishwasher to line cook to sous chef to restaurant manager—there are many rungs to climb on the food services career ladder.

Local restaurants—from fast food to fine dining—offer plenty of entry-level jobs with excellent opportunities to advance. You can build rewarding, long-term careers in this industry.

If you have no experience, restaurants usually provide on-the-job training to help employees progress. All you need to get started are good customer services skills and a willingness to work hard. It's usually a fast-paced environment, and shifts can be on days, nights, weekends or holidays.

Once you gain some skills and get some experience under your apron, there are many chances to turn a basic job into a career. For example, at casual dining restaurants, you could start on the front-end as a host, greeting customers, or as a busser, cleaning tables. From there, you could work as a bartender or server, then move into management. In the kitchen, dishwashers and kitchen helpers can become line cooks, who can become chefs with further training (or

Once you gain some skills and experience, there are many chances to turn a basic job into a career.

information on how to become an apprentice cook, visit tradesecrets.alberta.ca.

At fast food restaurants, you could start out making burgers and quickly move up to supervisor, assistant manager and manager. But the career opportunities don't end there. At larger chains, you could become a training manager, a district supervisor, a franchise director or even director of operations.

With enough experience and determination, there's also the opportunity to branch out into ownership, franchises, catering, work camps and more.

To find jobs in food services, contact restaurants directly to see if they're hiring. Many have application forms you can fill out on the spot. Jobs may also be posted in local newspapers, on company websites or via online job boards such as:

- ✓ erfa.ca
- ✓ jobbank.gc.ca

profile: WENDY'S RESTAURANTS

When you join the crew at Wendy's (wendys.ca), you'll get the training and support you need to take your career with the company as far as you want. Crew member is the entry-level position at the popular quick-service restaurant, which has several locations in Central Alberta.

Previous food service experience is not required. What the restaurant looks for in candidates is good customer service skills, attention to detail, professionalism and a willingness to learn.

If you work hard and develop your skills, Wendy's rewards employees with opportunities to grow. The company doesn't just invest in career development—it's encouraged.

The first step on the road to management is shift supervisor, followed by assistant manager, co-manager and general manager. From there, you can move up into other corporate management positions (see graph at left), or try moving in a new career direction into areas such as marketing or human resources.

"We provide continual and ongoing training at all levels," says district manager Greg Campbell. "We have systems and tools that make it easy for someone with a willingness to learn and an aptitude for developing skills to progress."

In fact, over 75 per cent of Wendy's managers worked as crew members at one point or another, says Campbell. In Central Alberta currently, three general managers started their careers as crew members. The Alberta director and regional director (the two top positions in Alberta) also started on the ground floor.

An entry-level candidate who is committed to their own personal development can advance quickly within the chain. "We have had individuals go from shift supervisor to general manager in under 24 months," says Campbell.

Wendy's prefers to promote its crew members into management because they know how the restaurants operate and what it's like to work on the frontlines. "You learn the industry from the ground up and gain customer service skills. It's hard to manage workers if you haven't done the job," says Campbell.

Sold on retail career opportunities

It can be hard to sell a retail career to job seekers. Many people think that jobs in the industry don't pay well and that there's no room for career growth. However, things are changing.

Wages for entry-level jobs are rising and there is plenty of room to move up the career ladder. While most people in the industry work in sales or service jobs, about one quarter of retail positions are in business, finance and administrative positions.

Pay levels for entry-level jobs are rising and there is plenty of room to move up the career ladder.

Getting started in a retail career often means working on the frontlines as a cashier, stock clerk or sales associate. These are common entry-level jobs in retail that require little or no work experience. If you're friendly and enjoy helping people, employers are often willing to provide on-the-job training. As you learn the ropes, many retailers provide internal training programs to help staff advance into more challenging and

higher paying roles. With a high turnover rate in the industry, advancement can be quick.

A common step is to become an assistant manager or retail store manager (the average salary in Alberta for retail store managers was \$58,900 in 2007).

Beyond store management, there are many other directions a retail career can take: marketing, store operations, loss prevention, finance, human resources, e-commerce, logistics, distribution and merchandising are some paths to consider.

Some companies provide in-house training to help workers fill these positions, but in some cases you may need to get post-secondary education to get some extra training.

To find work in retail, go directly to your store of choice and drop off a résumé or fill out an application form.

Many retailers also advertise jobs in local newspapers or on their company websites. Another option is to check online job boards such as:

- ✓ jobbank.gc.ca
- ✓ monster.ca
- ✓ workopolis.ca

profile: CANADIAN TIRE

"Where careers evolve." These three words are the slogan Canadian Tire (canadiantire.ca) uses on its website to let job seekers know the many career opportunities available within its stores, and throughout the entire corporation.

Where can you go with Canadian Tire? The website continues: "From fishing to finance. From Motomaster to marketing. From bike chains to supply chain. From barbecues to banking."

This holds true at the Canadian Tire store located in Olds. Workers often start in an entry-level role, such as cashier or shelf stocker. All you need to get started is a good work ethic and strong desire to help customers. If you bring that to the table, along with a willingness to develop your skills, the company offers all the training you need to move up.

"With some experience they could become a supervisor, then move up into department manager or general manager," says co-owner Catherine Deplaedt.

In automotive, employees can start as an automotive apprentice or technician, then move into service writer or service manager positions.

If you still want to grow with the company, there are many roles at the corporate level, from regional manager to field merchandiser and more. There are always positions open if you're willing to relocate.

"There's opportunity if you want it, you're qualified and you really go after it," says Deplaedt. For example, her husband, Bill, started with Canadian Tire as a teenager, mowing lawns for the company. He moved his way up to ownership. Two divisional managers at the Olds store started stocking shelves a couple years ago and they've also worked their way up.

The company has its own Canadian Tire University, which offers a retail management development program to help workers advance through the ranks and higher. Like other retailers, Canadian Tire likes to promote from within. This keeps employees motivated, because they know there's room to grow, says Deplaedt. As well, they already know the company culture and are familiar with store operations, so they're in a great position to advance.



TIPS FOR JOB SEEKERS

Job interviews: Always be prepared...

So, you've been asked to come in for a job interview? Congratulations!

Your resumé stood out from the crowd. Now, the employer wants to get to know you better and see if you'll be a good fit with their company.

You'll likely be competing against other candidates for the job, so this is your chance to make an impression. In order to shine, it's important to prepare, prepare, prepare.

work it out

This will improve your chances of getting hired.

You'll be more confident, relaxed and ready to put your best foot forward.

But don't wait until the last minute. Preparing for a job interview takes time.

Review your accomplishments

Do a self-assessment. Identify your skills, talents, abilities, strengths, weaknesses, interests and work values. Make a list of your achievements from work, volunteer activities or hobbies. Focus on accomplishments that are related to the job you want.

Have some examples ready in case the interviewer asks.

You should also review your cover letter and resumé. You'll likely be asked questions about the information on them, such as your education and work history.

Research, research, research

Do your homework so you'll look informed and intelligent. Learn all you can about the company—its products and services, customers and competition, future plans and goals. If you know someone who works at the company, talk to them.

Go online to the company's website and look at its annual reports, news releases and its mission or values statements. If you can't find this

ANTICIPATE QUESTIONS AND PREPARE YOUR ANSWERS

You can never know all the questions an interviewer will ask, but you can prepare for some common questions. *Why do you want to work here? What experience do you have? How do you deal with conflict?* These are just a few examples.

Be prepared to discuss anything on your resumé, such as gaps in your employment history or a record of job-hopping.

Visit your local library or Labour Market Information Centre (locations on page 9) for books on the subject, or search online for "job interview questions." A good website to check out is alis.aberta.ca/tips.

information online, call or visit the company and ask for brochures or other company materials.

You should also learn all you can about the job you're interviewing for. Read the job posting to see what skills the employer is looking for.

All this research has an added bonus—it helps you see if the company fits with your own career plans.

Prepare questions to ask the interviewer

At the end of an interview, candidates are usually given the chance to ask questions about the company. This is not the time to ask about salary, benefits or vacation (that comes later after you're offered a job).

Instead, ask questions that show your interest in the job. For example: *Why is the position open? What kind of training do you provide? Are there opportunities to advance? What is a typical day like on the job?*

Practice, practice, practice

Practice what you want to say during the interview. Start by talking aloud in front of a mirror. Video tape yourself so you can see how you look and sound. Ask a friend or family member to help you with a mock interview. Career consultants at your local LMIC are also available to do this free of charge (see page 9 for locations).

Some local employment centres, such as the Career Assistance Network in Red Deer (rdcan.ca) offer free interview workshops to help you prepare.

Prepare your clothes (and other stuff)

Plan your wardrobe ahead of time. You should dress appropriately for the job. If you're not sure what's appropriate, go to the place of work and see what employees are wearing.

You don't want to overdress, but you don't want to be too informal, either, even if casual wear is the norm.

It's also a good idea to prepare a portfolio to take to the interview.

This can include copies of your cover letter and resumé, a reference list, samples of your past work or letters of recommendation from a former employer or client.



If you don't get the job...

If you don't get the job, don't be discouraged. Think of it as a learning experience. Then start preparing for your next interview. Write down how you performed at the interview. What answers did you give and how did the interviewer react? Note any mistakes you made and start thinking of ways you can improve.

Generation Xchange

Sharing ideas helps IT firm break down barriers

From teenagers to Baby Boomers, the 12 freelancers employed by Central Alberta Web Development span the generations. Each person brings unique strengths and talents to the company, which specializes in website development, technical consulting and Internet marketing.

Some have more than 30 years experience in the technology industry. Others are just starting their careers.

"I actually have a 12-year-old and a 14-year-old—they're my daughters—and they test, train and add content to websites, for example catalogues for e-commerce. I also have people who are more senior doing that," says company founder Nancy Pollreis.

Managing such a diverse workforce poses some challenges, including generational differences. But it's nothing that can't be overcome, says Pollreis.

"I'm of the philosophy that if you don't give it any energy, it's not going to take root. So if you assume we're all going to get along, we tend to do that," she says.

Brainstorming and barbecues

Keeping the lines of communication open and encouraging workers to share ideas is the approach taken by Pollreis.

This is accomplished through a variety of practices, including company training sessions and social events.

"We'll have training sessions where everyone will come together, and we also have social functions. There is a respect, a professional courtesy that occurs. Whether you are 25 or 55, people find out they have a lot to share," says Pollreis.

Brainstorming sessions help get people talking, sharing ideas and breaking down barriers caused by age differences.

"I've seen freelancers blown away by the ideas coming from the younger people, and younger people impressed by the experience of people more senior than they are," says Pollreis. "I would suggest that doing brainstorming sessions on a regular basis will allow people to open up and recognize that everybody contributes in one way or another, and different perspectives make for better solutions. This camaraderie starts to take effect and everybody is more productive in the end."

Social events, sometimes combined with business meetings, are another tool the company uses to bridge the

"This camaraderie starts to take effect and everybody is more productive in the end."

Best Practice FOR EMPLOYERS



Nancy Pollreis (centre) encourages collaboration between her multigenerational workforce.

generational gap. These events, such as barbecues or sporting activities, help employees learn more about each others' perspectives outside the regular work environment, says Pollreis.

Learning from each other

She believes each age group has a lot to learn from one another. For example, older staff tend to stick to technology that's familiar to them. "Some might not want to go out of their comfort zone too often," notes Pollreis.

But they could learn a lot from the enthusiasm of the younger crowd, who have grown up surfing the Internet and are full of fresh ideas. "They'll just come up with these brilliant ideas that I don't know the rest of us could," says Pollreis.

Likewise, the youngest generation working for Central Alberta Web Development can benefit from the experience and knowledge of workers in the 25 to 55 age group, she says.

"They have solid technical backgrounds, very extensive graphic design experience and client management skills," says Pollreis.

In the end, effective collaboration between the different generations has two benefits: freelancers can build their skills, and the company has a more productive workforce.

EMPLOYERS

Generation gap

Continued from page 1

"If they take a proactive approach, a lot of times a workplace can be quite engaging and rewarding for all generations," says Cumming.

While there is no "one size fits all approach" to effectively managing the needs of different generations, Cumming says there are strategies employers can engage in.

"Communication is key," she notes. The more workers understand each other, the better they'll work together. Without effective communication, it's hard to overcome stereotypes. One good way to improve communication and bridge generation gaps is to embrace cross-generational mentoring.

For example, Millennials can share their knowledge of technology with older workers, while Boomers could share tips with younger workers on leadership and management skills. Workshops, meetings

WHERE DO YOU FIT?				
You're a...	Veteran	Baby Boomer	Generation X	Millennial
If you were born...	Before 1945	1946 to 1964	1965 to 1980	After 1980
On the job you are...	A disciplined, hard worker who appreciates order and a job well done.	A driven, service-oriented team player who doesn't want to be micromanaged. You live to work.	Independent, self-reliant, unimpressed by authority and focused on self-development. You work to live.	Self-confident, competent, optimistic, outspoken and collaborative.

Source: Alberta Learning Information Service Tip Sheets (alis.gov.ab.ca/cp/cps-tips/tips.html?EK=7380)

or brainstorming sessions can also improve communication. Here are some other ideas for managing a multigenerational workforce:

- ▶ Foster a culture of awareness and respect for all generations and the unique strengths each brings to the workforce.
- ▶ Offer flexible work arrangements to meet the needs of all generations.
- ▶ Encourage feedback from all age groups and be open to new ideas.

- ▶ Compensate based on performance, not just time with the company.
- ▶ Provide different training methods to suit different learning preferences.

When generations are able to move past their differences, employers will reap the benefits.

"There are strengths in each generation. It's about harnessing all the positive characteristics of all the generations and weaving that into the fabric of your company," says Cumming.

FOR A BEST PRACTICE STORY ON MANAGING A MULTIGENERATIONAL WORKFORCE, SEE PAGE 7.

EMPLOYER Resources

Information sources

The Labour Market Information page on the Alberta Employment and Immigration (E&I) website offers links to labour force statistics, forecasts, and wage and salary information. (employment.alberta.ca/lmi)

- The Central Alberta Economic Partnership (CAEP) website (centralalberta.ca) has hundreds of links to information sources and programs including:
- Support for Training Workers
- Wage Subsidy Programs
- Recruiting Employees
- Employment Services in Central Alberta
- Foreign Worker Employer Guide

Seminars and networking

Employer Connections are held every Wednesday at the Labour Market Information Centre, 2nd Floor, First Red Deer Place, 4911-51 St. (across from the Provincial Building).

The meetings are an opportunity to meet job seekers, employment agencies and career counsellors.

Both federal and provincial governments have practical programs to help meet the current needs of employers. Here are a few programs that can be of assistance to business.

Each week a single employer is showcased and presents their current job opportunities. To participate free of charge call 403-340-5353 and ask for a Business and Industry Liaison.

Labour solutions

- Red Deer Aboriginal Employment Services. Ph. 403-358-7734
- Métis Employment Services. Ph. 403-342-6636
- Career Assistance Network provides job search workshops, job board and assistance for job seekers. Ph. 403-341-7811
- Employment Placement Support Services supports Albertans with workplace training and enhanced employment services. Ph. 403-343-6249
- Employment Access offers employment programs for clients with disabilities. Ph. 403-341-2363
- DRES provides support and assistance to employers hiring people with disabilities. Contact the Canada-Alberta Service Centre in Red Deer. Ph. 403-340-5353

Personalized help when needed

There are dozens of programs available to employers. E&I employees will visit the workplace and provide a summary of options and opportunities. For example, they can direct managers to initiatives that will help their business, and workforce adjustment teams are available to help employees find new work if they are laid off. For more information call 403-340-5353 and ask for a Business and Industry Liaison.

Sign up free: We're live and online

In the News, an electronic digest about regional business expansions, relocations and closures, and *Finding Work In*, which profiles different career opportunities, are available online at employment.alberta.ca/central. A free subscription service will notify you by e-mail when the latest edition of each product comes out.

On the same web page there are *Labour Market News* products for Stettler, Wetaskiwin, Vermillion and Wainwright.

JOB SEEKER Resources

Where to find us

This publication, In the News, (an electronic digest about regional business expansions, relocations and closures) and Finding Work In, which profiles different career opportunities, are available online at employment.alberta.ca/central.

A free subscription service will notify you by e-mail when the latest edition of each product comes out.

Job search and career websites

- jobbank.gc.ca (Job listings, links and other services)
- alis.alberta.ca
(Alberta Learning Information Service)
- workopolis.ca (Job listings)
- monster.ca (Job listings)
- nextsteps.org
(Job resources for youth)
- albertajobs.com (Job listings)
- hgcareers.com (Job listings)
- healthjobs.ab.ca
(Health care job listings)

Job search and career information by phone

Alberta Career Information Hotline:

1-800-661-3753

Fax: 780-422-0372 TDD: 780-422-5283

Resumé review service

The Government of Alberta e-Resumé Review Service is a great way to have a resumé reviewed and improved before sending it to employers.

To access the service, log on to alis.alberta.ca/hotline/ resume and follow the instructions to send your resumé for review.

The service is free to residents of Alberta and those seeking work in Alberta.

Resources for labour market information

These websites offer a wealth of labour market information on Alberta and specific communities.

- employment.alberta.ca/lmi
(Alberta Employment and Immigration)
- alis.alberta.ca
(Alberta Learning Information Service)
- albertafirst.com
(Business and economic information)
- centralalberta.ab.ca
(Central Alberta Economic Partnership)
- <http://www.alis.gov.ab.ca/js/job-seeker.html>
(Labour market information across Alberta)
- labourmarketinformation.ca (Service Canada)

Seminars and networking

Employer Connections are held every Wednesday at the Labour Market Information Centre, 2nd Floor, First Red Deer Place, 4911-51 St. across from the Provincial Building.

The meetings are an opportunity to meet employers face to face.

There are many resources in the central region that can be helpful to job seekers and workers alike.

LABOUR MARKET INFORMATION CENTRES

Are you looking for a new job? Thinking about another career? Are you wondering about education, or training? The answers to all these questions, and many more, can be found at your local Labour Market Information Centre (LMIC). LMICs have books, magazines, newspapers, software and videos about employment-related topics. Best of all, you can speak to Career and Employment Counsellors who can help you find answers to career questions. There are LMIC's across Alberta. For a complete list, see below or go online to: employment.alberta.ca/lmic.



LMIC's in Central Alberta

Camrose Alberta Service Centre

3rd Flr., Gemini Centre, 6708 - 48 Ave.
Ph. 780-608-2525

Drayton Valley Sub-Office

2nd Floor Provincial Building
5136 - 51 Ave.
Ph. 780-542-3134

Olds Alberta Service Centre

4905 - 50 Ave.
Ph. 403-507-8060

Red Deer Canada-Alberta Service Centre

2nd Floor First Red Deer Place, 4911 - 51 St.
Ph. 403-340-5353

Rocky Mountain House Alberta Service Centre,

4919 - 51 St. Ph. 403-845-8590

Stettler Alberta Service Centre

4835 - 50 St. Ph. 403-742-7586

Wetaskiwin Alberta Service Centre

1st Floor Macadil Building
5201 - 51 Ave.
Ph. 780-361-5878

Lloydminster LMIC

5016 - 48 St. Ph. 780-871-6445

Wainwright LMIC

810 - 14 Ave. Ph. 780-842-7500

Vermilion LMIC

4701 - 52 St. Ph. 780-853-8164

